
EFFECTIVE

December 1, 2010.

Subject(s)

1. Timely entry of face-to-face social work contacts into SWSS CPS.
2. Supervisory approval.
3. Children's Protective Services (CPS) caseworker visits.
4. Permanency Planning Conference (PPC).

**1) TIMELY ENTRY OF
FACE-TO-FACE
SOCIAL WORK
CONTACTS INTO
SWSS CPS****PSM 713-3**

Caseworkers are required to document social work contacts in a timely manner. All face-to-face contacts with children, parents and foster parents/relative/unrelated caregivers made by CPS workers must be entered into SWSS CPS within 5 business days of contact.

Reason: Children's Protective Services Program Office clarification to achieve Child and Family Services Review outcomes.

**2) SUPERVISORY
APPROVAL****PSM 713-10, 714-4**

CPS supervisors are required to review and approve within 14 calendar days of receipt, by signature all DHS-154, Investigation Reports, and DHS-152, Updated Services Plans.

Reason: Children's Protective Services Program Office and Field Operations Office change to appropriately reflect staffing needs based on pending cases.

**3) CPS
CASEWORKER
VISITS****PSM 714-1**

Changes are made to the caseworker visit requirements for CPS investigators. For **all** open CPS investigations, workers are required

to have face-to-face contact with each child a minimum of once each calendar month. Required discussions/information gathering between the caseworker and child(ren) and caregiver are discussed in detail. This information must be documented in the DHS-152, Updated Services Plan.

Two caseworker visit tools: the DHS-903-A and the DHS-903 were created to provide structure and reminders of the required topics to be addressed during the monthly home visits.

Reason: Department of Health and Human Services CFSR and Dwayne B. v Granholm, et al. Consent Decree.

4) PERMANENCY PLANNING CONFERENCES (PPC)

PSM 714-2, 715-2

Permanency Planning Conferences (PPCs) are meetings conducted to make or recommend critical case decisions. Various circumstances such as an emergency removal or considered removal of a child(ren) require a PPC and mandate that they occur within required time frames.

Reason: Dwayne B. v Granholm, et al. Consent Decree.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items (content changes) ...

**PSM 713-3
PSM 713-10
PSM 714-1
PSM 714-2
PSM 714-4
PSM 715-2**